JOB DESCRIPTION

JOB TITLE: Systems Programmer

SUPERVISES: N/A

REPORTS TO: Director of Business Applications or Designee

Nature and Scope of Job:

The Systems Programmer assists the district in utilizing its Financial/Human Resources systems and monitors system performance making adjustments when necessary. The Systems Programmer also maintains software release levels at current status.

Responsibilities:

The Systems Programmer shall:
1. Provide for efficient computer operation, including total system throughput, CPU use, peripheral operation and application performance.
2. Manage and control system tuning and hardware integration.
3. Develop computer and DASD usage policies and standards as required.
4. Issue technical bulletins to inform users of system changes.
5. Assist computer operations and systems programming staff where applicable.
6. Maintain and use programs to record system use and analyze network requirements.
7. Develop and maintain software and PC inventory.
8. Provide Edu-Met application training and assistance as required.
9. Generate Edu-Met based applications using industry standards.
10. Assist the Director of Technology with Applecare Special Edition Projects.
11. Conduct in-service training as required.
12. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
13. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
14. Participate in appropriate in-service and workshop programs and attend any required meetings.
15. Use computers and/or electronic equipment to fulfill job functions.

16. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion when sharing any such information within legal confines.
17. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
18. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

Qualifications:

Minimum requirements:

The Systems Programmer shall:
1. Hold a Bachelor's Degree in Computer Science or eight (8) years of relevant experience.
2. Have a strong knowledge of Unix and Oracle Databases.
3. Have in-depth knowledge of LANS and WANS.
4. Have in-depth knowledge of PC development tools and associated personal computers.
5. Hold and maintain a valid driver's license with no serious violations.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Have a strong understanding of the Edu-Met or any District application/system in a production environment.
10. Have a strong knowledge of Oracle based systems, Oracle Report Builder and programming ability in Oracle environment.
11. Have a strong analytical ability.
12. Have a strong knowledge of Human Resources, Payroll and Financial applications.
13. Must be willing to train support staff as knowledgeable, help desk team.
14. Must be able to train co-workers having limited Oracle programming skills.
15. Must be able to work and communicate with a wide range of staff and management personnel.
16. Must be willing to work beyond standard work hours when deemed necessary.
17. Must be able to take leadership responsibilities when needed.

JOB DESCRIPTION

—— PATERSON ——
BOARD OF EDUCATION

OFFICE OF TECHNOLOGY
5042 Systems Programmer

Page 3 of 5

18. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
19. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
20. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
21. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
22. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Employment Terms:

The Systems Programmer shall be employed under the following terms:
- Work year of twelve months.
- Salary, benefits, leave time, and conditions specified in the Collective Bargaining Agreement.
- Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

Verification of Competency:

- District application and resume.
- Required documentation outlined in the qualifications above.
- A minimum of three letters of reference from former employers, teachers, or other professional sources.
- Employment interview.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

JOB DESCRIPTION

— PATERSON —
BOARD OF EDUCATION

OFFICE OF TECHNOLOGY
5042   Systems Programmer

Page 4 of 5

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Be required to stand; walk; use hands to manipulate fingers, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl.
4. Have specific vision abilities required by this job include color vision, close, vision, depth perception and ability to adjust focus.
5. Be able to lift and/or move (to various locations) up to ten (10) pounds, frequently lift and/or move up to thirty-five (35) pounds and occasionally lift and/or move up to 70 pounds. This would include computers and/or peripherals, ladders (6' – 12'), spools of cable, and equipment cabinets, to the third floor via stairs in any particular building.
6. Speak and hear.
7. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
8. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
9. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
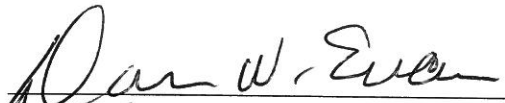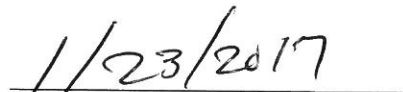5. Function in a workplace that is usually moderately quiet but that can be noisy at times

Evaluation:

The Director of Business Applications or designee shall evaluate the Systems Programmer in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

_____
Approved

1/23/2017
Date